

QUEST FOR RECORDS RETENTION

To Submitted to the Records Management
Hall of Records CommissionDULE
DivisionSCHEDULE
NO. C-13PAGE
NO. 1

1. Requesting Agency

MONTGOMERY COUNTY DEPARTMENT OF FINANCE

2. Division or Bureau of Requesting Agency

DIRECTOR'S OFFICE

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.

1. CORPORATION TAX CERTIFICATION

This file consists of State Tax Commission Form No. 203 (11" x 17") and is a certified list of corporations taxable in Montgomery County. (This certification, which lists the taxpayer's name, address and assessment, is forwarded to the County which does the collecting.) The form is also used to prepare the tax bill and for the distribution of money received. It is necessary for audit purposes. Once the tax bills are prepared and the distribution is made, there is only occasional need for the certification. The forms are filed chronologically and occupy 1 linear inch for the period 1952 to date. There is an unknown accumulation of these records for earlier years stored in the old Courthouse. The annual rate of accumulation is less than 1 linear inch.

RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.

*Approved
Hall of Records
Commission*

2. VENDORS PAID RECORD

This file of 5" x 8" cards is an index of vendors from whom the County has made purchases. The card shows the vendor's name, purchases made from him (in chronological order), voucher numbers, amount of each purchase, fund charged, and purpose. The card, which has no form number, is ruled for entries on both sides. It is used as a check against duplicate payments and provides an index by which all payments to a particular vendor may easily be found. Although not necessary, this record is useful for audit purposes. The file is prepared annually and is filed alphabetically by name of vendor. It occupies 25 linear feet (6 cubic feet) for the years 1936 to date. The annual rate of accumulation is approximately 1 1/2 linear feet. About 5 cubic feet of material will be disposed of upon approval of this schedule.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

*Approved
Hall of Records
Commission*

7. Agency, Division or Bureau Representative

Signature

DIRECTOR OF FINANCE

Title

JUNE 1, 1954

Date

Schedule Authorized as Indicated in Col. 6 by Hall of
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of
Public Works.

Date

Archivist

Date

Secretary

EST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE
NO.

C-13

PAGE
NO. 2

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

4. m
No.

3. TAX REFUNDS AND OVERPAYMENTS (DAILY ANALYSIS)

This is a worksheet in columnar pad form and lists daily each refund or overpayment and shows distribution of same. This worksheet is used in preparing the Monthly Analysis for tax collections and refunds. The sheets are filed by month and calendar year. (Filed with the worksheets are the pink copies of the refund voucher - see Schedule No. C-12, Item 2.) The material in this file occupies 1 linear foot for the period 1951 to date. There is an unknown accumulation for earlier years in the storeroom of the old Courthouse. The annual rate of accumulation is 4 linear inches. The worksheets are necessary for audit purposes.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

*Approved
Hall of Records
Commission*

4. TAX COLLECTION SUMMARY (MONTHLY)

This unnumbered ledger sheet (11" x 14") is prepared monthly to summarize tax collections. The sheet is line numbered for date and shows type and amount of tax collected on each date. It is prepared from the Daily Analysis of Tax Collections from the office of Revenue and Disbursement. The summary is used as a monthly checkout made with IEM records and is necessary for audit. The forms are maintained in post-binders and are filed therein by month (7 sheets per month). The file occupies 3 linear inches for the period July 1950 to date. An unknown accumulation for earlier years is stored in the old Courthouse. The annual rate of accumulation is 1/2 linear inch.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

*Approved
Hall of Records
Commission*

5. MONTHLY ANALYSIS

This is a monthly statement of all tax collections and refunds. It is a two-page unnumbered form (8 1/2" x 11") prepared from the Monthly Tax Collection Summary and the Tax Refunds and Overpayments Daily Analysis worksheets. Information on this form is posted to the Ledger in the Bookkeeping Department. The file occupies 1 1/2 linear inches for the years 1951 to date and is maintained by month. The annual rate of accumulation is 1/2 linear inch. This form is necessary for audit purposes. There is an unknown accumulation for earlier years stored in the old Courthouse.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

*Approved
Hall of Records
Commission*

APPROVED BY
BOARD OF PUBLIC WORKS

Date JUL 12 1954

[Signature]
Secretary